

Disposal and Sale of City Property

12/1/2015

Process for Disposal and Sale

- Department determines that City property is no longer needed.
- Department recommends disposal or sale to City Purchasing based on equipment condition.
- City Purchasing Agent approves disposal or sale method in accordance with CMC.
 - Less than \$20K – sell it, trade it, auction it, donate it, destroy it, transfer it, or dispose of it
 - Greater than \$20K - sold to the highest and best bidder, any exception needs Council approval.

Donations

- Most items are either of value or are obsolete
 - Items of value are typically sold, auctioned, or traded towards a purchase
 - Proceeds go to the general fund or enterprise fund if from an enterprise entity.
 - Obsolete equipment with no value are disposed of in accordance with applicable laws and policies
- The City rarely has items of value to donate
 - Computers are the most frequently donated
 - After its useful life (i.e., extremely outdated hardware, no longer upgradeable, etc.)

When Donations Occur

- Per CMC, item must be less than \$20K in value
- Per CMC, must be to a charitable organization or other governmental body
 - Non-profit and Non-sectarian
- Example of donation recipients:
 - Nonprofits - Good Will, Salvation Army, Cincinnati Computer Coop, Cincinnati Music & Arts Program (CMAP), Building Value, Greenacres Foundation, Museums, Community Development Corporations, etc.
 - Local Governments

How are organization that receive donations chosen?

- Recommendation from Councilmember
- Organization contacts City to inquire
 - General inquiry
 - Inquire after noticing City not being able to sell items at auction
- Previous experience of donating items with organization